

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 2, 2010

PAYROLL LETTER #10-016

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **NOVEMBER 2010 FIRST HALF SEMI-MONTHLY MASTER PAYROLL CUTOFF**

In anticipation of ratified agreements and the effort to implement the retirement and Personal Leave Pay (PLP) program for non-represented employees per DPA Personnel Management Liaisons Memorandum 2010-028, the November 2010 first half semi-monthly master payroll cutoff date is changed from Monday, November 8, 2010, to Tuesday, November 9, 2010. As such, the number of semi-monthly supplemental green payroll cycles for the first half is reduced from three to two cycles (supplemental green cycle on November 9, 2010 is deleted). In addition, the semi-monthly transfer/mail date is now November 10, 2010.

The November 2010 Civil Service Decentralized Calendar has been updated and published on the State Controller's Office public web site located at: http://www.sco.ca.gov/ppsd_state_hr.html. You can go directly to this calendar by clicking on the following address: http://www.sco.ca.gov/Files-PPSD/decentcal_civ_1110civ.pdf. Also, an updated Payroll/Agency Cutoff/Cycle/Transfer Date – 2010 schedule will be available in the next revision distribution of the Payroll Procedures Manual.

As a result of the aforementioned change, the November 2010 CSU Decentralized Calendar has also been revised to reflect changes in the scheduling of the student assistants "Extract SPARS" job on November 8 and 9, 2010. The revised calendar has been published on the State Controller's Office public web site located at: http://www.sco.ca.gov/ppsd_state_hr.html. You can go directly to this calendar by clicking on the following address: http://www.sco.ca.gov/Files-PPSD/decentcal_csu_1110csu.pdf.

If you have any questions regarding this Payroll Letter, agencies should call Payroll Liaison at (916) 323-3081. Campuses should call CSU Payroll Liaison at (916) 322-7980.

LC:MB:SACS